



WARWICK SCHOOL DISTRICT

301 West Orange Street

Lititz, PA 17543

Educational Trip Request Form - Request for Pre-approval

A student will be permitted to take a limit of two (2) educational trips per school year, with his/her parents/guardians, not to exceed a total of five (5) school days. These trips are to be preapproved and comply with program requirements as described in the Parent/Student Handbook. Neglecting to gain prior approval for the educational trip will result in recording those days as unexcused/unlawful.

PLEASE NOTE: Educational trips for the first and last ten (10) days of school and during scheduled testing times (for state-mandated assessments - PSSA, Keystone Exams; final exams) are strongly discouraged and may not be approved during these windows. PSSA testing dates are subject to change annually, please check with your building principal for testing dates.

***An educational trip of one (1) day requires that the Educational Trip Request Form be submitted to the building principal prior to the trip for pre-approval.**

****An educational trip of two (2) days or more requires that the Educational Trip Request Form be submitted to the Superintendent's Office at least one week prior to the date of the trip.**

Name(s) of student(s):	Building	Grade
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Date(s) of proposed absence(s): _____

CIRCLE ONE: 1st Trip 2nd Trip Number of school days missed _____

Parent/Guardian Signature _____ **Telephone #** _____

Address: _____

*** Note:** Please have students get assignments from all of their teachers prior to leaving on the trip.

Trip Destination: include experiences, which will be educational in nature and will therefore, provide the students with valuable educational experiences outside of the classroom.

OFFICE USE ONLY	
Date Received _____	Approved / Denied
Reason If Denied _____	
Signature of Administrator _____	

Definition: As used in this policy, the term “Family Educational Trip” shall refer to a trip in which the student is under the guidance and supervision of parents and or guardians. In order to qualify as being educational, the trip must include activities in which the student is involved in learning experiences. Such activities include, but are not limited to: visiting museums, historical sites, zoos, galleries, laboratories, state or national parks, libraries, place of business or an agricultural exhibit etc.

PLEASE NOTE:

*Personal business trips, shopping trips and other similar activities will not be approved as educational trips.

**College visits and hunting do not require the submission of this form. Please submit a note for pre-approval to your building principal as outlined in the handbook.

- Students are allowed three (3) days for college visits per school year
- Students are allowed three (3) days for hunting per school year